



# The Cambridge Tuition Group Tutor Handbook

Welcome to the Cambridge Tuition Group! We're delighted that you're interested in becoming part of our team of dedicated tutors. This handbook is designed to guide you through our application process, help you make the most of our management software (TutorCruncher), and provide you with tips for conducting online lessons.

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## 1. Introduction

At the Cambridge Tuition Group, we are passionate about helping students reach their full potential. Our tutors play a key role in this mission, and we strive to create a supportive environment that allows you to focus on what you do best: teaching.

We are committed to providing an excellent tutoring experience for both students and tutors. To help you thrive, this handbook will cover everything you need to know—from how to apply, to using our online platform effectively, to conducting lessons in line with our safety policies.

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## 2. How to Apply

Applying to become a tutor with the Cambridge Tuition Group is a straightforward process. Here's a step-by-step guide:

1. Visit our Website: Go to [www.cambridgetuitiongroup.co.uk/tutorapplication](http://www.cambridgetuitiongroup.co.uk/tutorapplication) to access the tutor application form.
  2. Submit Your Application: Complete the online form with your details, including your education background, tutoring experience, and any relevant qualifications or information.
  3. Interview: If your application is successful, we will invite you for an interview where we will discuss your experience, teaching style, and how you approach tutoring.
  4. Onboarding: Once accepted, you will be guided through our onboarding process, including providing references, finalising your TutorCruncher profile and getting familiar with our teaching standards.
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## 3. Application Pointers

To ensure your application stands out, here are a few tips:

- Highlight Relevant Experience: Detail any previous tutoring or teaching roles, and explain how you've helped students succeed.
  - Showcase Your Expertise: Mention your academic qualifications, particularly those relevant to the subjects that you wish to tutor.. If you have experience with particular exam boards or coursework, make sure to include that.
  - Be Professional: While we value friendliness and approachability, professionalism is important in your application—well-written, concise, and relevant—is essential.
  - Tutoring Philosophy: Include a brief explanation of your tutoring philosophy. What motivates you as a tutor? How do you adapt to different learning styles?
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## 4. Getting the Most Out of TutorCruncher

TutorCruncher is the management software we use to streamline all aspects of tutoring, from scheduling lessons to managing payments. Here's how you can make the most of it:

- **Profile Setup:** As part of the application process, you will have created a profile on TutorCruncher. Ensure your profile is up-to-date with your qualifications, areas of expertise, and, if you wish, availability.
- **Scheduling:** Use the platform to manage your tutoring schedule. You can view lessons agreed and managed by the Cambridge Tuition Group team, as well as add, edit and cancel lessons as necessary and agreed with the client.
- **Invoicing and Payments:** TutorCruncher automates the billing process. After each session, ensure you log your completed lessons promptly to trigger the payment process.
- **Lesson Reports:** At the end of each lesson, you will be required to submit a lesson report. This helps track student progress and ensures continuity between lessons.

For any technical questions about TutorCruncher, our admin team is always here to help!

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## 5. Online Lesson Conduct

Online tutoring requires a slightly different approach than in-person sessions, and we've developed a set of guidelines to ensure high-quality, professional, and engaging online lessons:

- **Prepare in Advance:** Ensure you have a stable internet connection, and all necessary teaching materials are ready before the lesson starts.
- **Professional Environment:** Find a quiet, well-lit space to conduct your lessons. Dress professionally and ensure there are no distractions in your background.
- **Punctuality:** Be online and ready to start at the scheduled time. If you anticipate any issues, let the student know in advance.



- Engagement: Use screen sharing, whiteboard tools, and interactive resources to engage your students. Encourage participation by asking questions and checking for understanding regularly.
  - Respect and Courtesy: Be patient, respectful, and encouraging. Your goal is to create a supportive and positive learning environment.
  - Online Platform Use: Please use one of the approved online meeting platforms (Zoom, Microsoft Teams, Google Meet, LessonSpace or TutorCruncher Video) to conduct online lessons, and be mindful of platform time limits. Please do not require a student to rejoin a lesson after a free meeting time limit has been reached, but use an alternative platform with no such time limit. If you are unsure, please do ask us!
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## 6. Online Safety Policy

We take online safety very seriously to ensure a secure environment for both tutors and students. You can read our full Online Safety Policy here: [www.cambridgetuitiongroup.co.uk/online-safety-policy](http://www.cambridgetuitiongroup.co.uk/online-safety-policy).

A few key points to remember:

- Communication: All communication with students should remain professional and take place through approved channels, with a parent or carer copied in.
  - Data Protection: Be mindful of protecting your personal information and the privacy of your students.
  - Reporting Concerns: If you ever feel uncomfortable or observe inappropriate behavior, please report it immediately to our safeguarding team.
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## 7. Get in Touch!

We know that starting with a new tutoring service can be both exciting and challenging, and we want you to know that we're here for you! If you have any questions—whether



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it's about a lesson, TutorCruncher, or anything else—don't hesitate to get in touch. We're always happy to help.

Feel free to drop us an email, give us a call, or even schedule a quick chat with a member of our team. We want to make sure you feel confident and supported throughout your time with the Cambridge Tuition Group.

- [hannah@cambridgetuitiongroup.co.uk](mailto:hannah@cambridgetuitiongroup.co.uk)
- Phone: 07989011162

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Thank you for being part of our team. We look forward to working with you and supporting you as you help students achieve their best!

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